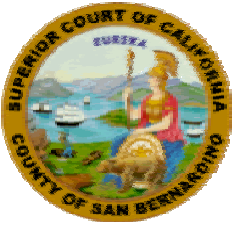


Superior Court of California
County of San Bernardino
Employment Opportunity



Legal Processing Assistant Trainee

\$11.60 - \$14.83 hourly rate

Application deadline: 4:30 p.m., Monday, February 28, 2005
Announcement # 05-006

This recruitment is to establish eligibility lists for current and future vacancies for all Court Districts.

Incumbents will gain knowledge of our court system through classroom and on-the-job training in various assignments and progress to the journey level position of Legal Processing Assistant II in 24 months (\$14.83 - \$18.91).

Typical duties of a Legal Processing Assistant Trainee include, but are not limited to:

- Sells forms to the public issuing receipts and making change; completes credit card charges; prints forms and makes packets.
- Files documents in alphanumeric and chronological filing systems; sets up new case files; retrieves files for viewing and copying; compiles month end numerical counts.
- Key enters data from citations into computer system; types form letters.
- Receives and distributes mail; makes copies, receives and processes faxes.
- Checks and replenishes stock supplies.

Requirements: Six months of general clerical experience that includes providing customer service or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of full-time college coursework (24 semester or 36 quarter units) in office practices, clerical or paralegal studies or closely related field may substitute for a maximum of six months of experience.

How to Apply: Applicants must complete and submit a Superior Court application. Application materials can be obtained by phone at (909) 387-6894 or (760) 326-9245, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts.

Examination: The examination will consist of a written test that will assess knowledge of the following areas: proofreading, filing, interpersonal relations, public contact and spelling. Candidates who are deemed qualified will be invited to participate in the examination and will be notified by mail approximately two weeks prior to testing.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

2/7/05

Court Personnel Department
172 W. Third Street, 2nd Floor
San Bernardino, CA 92415-0302

24 Hour Job Information Hotline: (909) 387-9150
Phone: (909) 387-6894
Fax: (909) 387-9100
Email: personnel@courts.sbcounty.gov